DATE: August 2020
TO: Student Worker Managers

Updates regarding Student Employment for the fall 2020 term:

- In an effort to assist all students seeking employment at Brown, please make sure that student jobs are posted in Workday;

- A student’s job must be added to their Workday record before the student begins work;
- When Posting jobs, include Remote or Onsite in Student Job Titles (for example: Undergraduate Research Assistant – Remote), as this will help students identify jobs;

- Onsite student jobs must be approved through a Return to Campus Plan in advance of posting;

- Students who are on a leave of absence are not eligible to work under student status;
  - An alternate option is to hire a non-active student as seasonal staff; please contact the Recruitment & Staffing team at employment@brown.edu for information on this option;

- Students located in the United States can work remotely under current COVID-19 telecommuting guidelines;

- A student Hiring Questionnaire is now part of the Student Job Requisition process in Workday. In the Provide Additional Information field on the questionnaire please note the following:
  - Department senior leader approval (HR Business Partner, Department Manager, Chair or Director);
  - Confirmation if the job is Remote or Onsite.

- Once the Student Hiring Questionnaire is complete and the student job requisition is submitted, it will route to Student Employment for review and approval. Student job
requisitions must be approved by Student Employment before the Add job process can be launched;

- Prior to hiring for onsite jobs, students must have completed the online educational module sent by Campus Life and signed the Student Commitment to COVID-19 Community Health and Safety Requirements (the Student Employment team will verify);

- Students must complete the I-9 Form process; please utilize the Student I-9 Verification report to check the I-9 status of students;

- Students who need to complete the I-9 Form process should email the HR Service Center at hrservicecenter@brown.edu.